

**State of Alabama
Department of Child Abuse and Neglect
Prevention**

Children's Trust Fund



FATHERHOOD PROGRAM

Request for Proposal

2007-2008

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Grant applications must be received IN THE CHILDREN'S TRUST FUND (CTF) OFFICE by 5:00 p.m. CST on Thursday, May 24, 2007. The original application and five (5) bound or stapled copies must be complete and include all requested materials when submitted to the CTF office. Do not fax or submit applications electronically. There are no exceptions to this deadline.

*****SAVE YOUR APPLICATION (Excluding Attachments) ON A FLOPPY DISC or CD AND ATTACH IT TO THE ORIGINAL APPLICATION. Label the CD or floppy with agency and program name.**

Late applications will not be considered!

Please hand deliver or ship applications via UPS, Federal Express, DHL, etc. to:

**Alabama Department of Child Abuse and Neglect Prevention
Children's Trust Fund
RSA Union Building
100 North Union Street, Suite 350
Montgomery, AL 36104**

OR

Please mail applications to:

**Alabama Department of Child Abuse and Neglect Prevention
Children's Trust Fund
P. O. Box 4251
Montgomery, AL 36103**

Introduction

This document contains the Request for Proposal (RFP) for Fatherhood Programs only.

Copies of the Fatherhood RFP and Fatherhood Grant Application will be available on the Children's Trust Fund web site after April 2, 2007. The address is www.ctf.alabama.gov

To request a Fatherhood Grant Application, please contact CTF at:

Children's Trust Fund
RSA Union Building, Suite 350
P.O. Box 4251
Montgomery, Alabama 36103
(334) 242-5710
Keshay.Edwards@ctf.alabama.gov

CTF will not fax the Request for Proposal or the Grant Application.

Categories for funding programs are developed by the Alabama Department of Child Abuse and Neglect Prevention and the Alabama Department of Human Resources. The CTF Board has the discretion to set funding priorities in all program areas.

RFP Trainings will be held as follows:

April 9, 2007 (Huntsville) - Location: Girls, Inc., 4600 Blue Spring Road, Richard Showers Building, Huntsville 35810. Time: 1:00 p.m.

April 10, 2007 (Dothan) - Location: Alfred Saliba Family Service Center, 301 West Lafayette Street, Dothan 36301. Time: 1:00 p.m.

April 11, 2007 (Demopolis) – Location: Rooster Hall (adjacent to Municipal Court), 600 Walnut Avenue, Demopolis 36732. Time: 1:00 p.m.

April 12, 2007 (Montgomery) - Location: Auburn University at Montgomery (AUM), 7430 East Drive, Goodwyn Hall, Room 112, Montgomery 36117. Time: 9:00 a.m.

April 12, 2007 (Mobile) - Location: Mobile Public Library, West Regional Branch, 5555 Grelot Road, Mobile 36609. Time: 1:00 p.m.

April 13, 2007 (Birmingham) - Location: Grace and Truth Church, 515 University Boulevard, Birmingham 35205. Time: 9:00 a.m.

April 13, 2007 (Gadsden) - Location: Gadsden State Community College, Joe Ford Center, 401 Korner Street, Gadsden 25903. Time: 1:00 p.m.

IT IS NOT MANDATORY FOR APPLICANTS TO ATTEND a Fatherhood RFP TRAINING. However, due to annual changes made by DHR and the CTF Board, it is strongly encouraged.

For more information call Stan Landers, Division Director, or Greg Smith, Field Director, at (334) 242-5710.

Significant Changes for Program Year 2007-2008

This page does not include all changes made by the CTF Board; therefore applicants are encouraged to attend RFP Training.

Required Background Checks, RFP Page 8

On February 28, 2007 the CTF Board approved the following policy: All employees and volunteers who have direct contact or care/treatment or custodial responsibilities for a child; or whose salary is partially or fully paid for by the CTF grant, must secure a national criminal background check through the Alabama Bureau of Investigation.

Elected Official Written Notification/Press Release, RFP Page 9

Notify the members of the Alabama Legislature in the program's base county (and any other counties served by that program) in writing upon receipt of a CTF Grant Award Contract. Invite your State Senator and Representative to visit your program and be recognized for his/her support of CTF funding for your prevention program. Mail a copy of the letter of invitation and press release to the assigned CTF Field Director. If the Legislator(s) accepts, we will make every effort to have a CTF Board or Staff member join you to recognize the Legislator(s), and make photographs for the Media. (In July, CTF will also notify members of the Alabama Legislature of grant awards immediately following the Board's approval of Program Year 2007-2008 grants.)

Mandated Referrals, RFP Page 10

A current letter of collaboration from the local Child Support Court Judge assuring mandated referrals to the TANF funded Fatherhood Program.

Ineligible Services/Expenses, RFP Page 12

Grantees may not charge salaries and/or benefits to the CTF grant during LWOP, sabbaticals, or extended "holidays", i.e. Spring and Christmas breaks, (other than vacation or annual leave). The only holidays chargeable to the CTF grant are those approved by the Governor's Office and applicable to all state agencies.

Program Objectives and Target Data – Auburn University, RFP Pages 15-17

Read carefully - The programmatic information and forms have been revised.

Criteria for Grants not being considered by the CTF Board, Page 21

Standard Deductions (3 or more – grant application will not be considered)

The mission of the Children's Trust Fund of Alabama is to prevent child abuse and neglect. Each Fatherhood Program should define the way CTF accomplishes this mission by selecting program objectives. Research in the field of child abuse prevention proves that programs are most effective when they impact the entire family.

Examples include but are not limited to two parent families, single parent families, non-custodial families and extended families.

REQUEST FOR PROPOSAL FATHERHOOD PROGRAM GRANTS

Grant Year: August 1, 2007 through July 31, 2008

The State of Alabama Department of Child Abuse and Neglect Prevention (Children's Trust Fund) announces the availability of grant funding for Fatherhood programs for Program Year 2007-2008. Eligible applicants for CTF grants are local or statewide public entities or private non-profit organizations meeting the requirements of Section 501(c) (3) of the Internal Revenue Code. Funds will be used for child abuse and neglect prevention programs serving families with a non-custodial parent encompassing Parent Education and Support.

Grant Review Process

Proposals from each congressional district are reviewed on a local and state level by a two-step process:

1. Local Level

A Local Review Team of volunteers representing all seven congressional districts will review the grants. **This team will make recommendations to the State Board. The review is based 100% on the grant application.** *No presentations or videos will be given to the Local Review Team.*

2. State Level

All grant applications will be submitted to the State Board with recommendations from the local grant review team, CTF Staff, and DHR Staff. The CTF Board has the discretion to approve or disapprove funding and will make the final recommendations on the funding amount granted.

Notice of Approval

The CTF Director shall notify the applicant in writing of an approved competitive application. Grantees will receive a letter specifying the conditions that the applicant must meet in accordance with applicable state and federal regulations.

Request for Reconsideration

If an organization has been awarded a grant at any amount, reconsideration requests are not to be used to seek additional funds for that program. All requests for reconsideration of funding decisions concerning grants must be in writing and contain the original signature of the requesting party. If an organization has been awarded a grant in any amount, reconsideration requests are not to be used to seek additional funds for that program. Reconsideration request letters must state all facts and arguments upon which the requesting party is basing its actions. Send letters via certified mail to:

Director
Alabama Department of Child Abuse and Neglect Prevention
Children's Trust Fund
P. O. Box 4251
Montgomery, Alabama 36103

Request(s) for Reconsideration letters must be received no later than 5:00 PM on August 24, 2007.

Applicants will be given an opportunity to submit their views in writing with relevant information to the Director. The Reconsideration Review Committee will consider requests and make recommendations to the full CTF Board. The recommendations of the Reconsideration Review Committee will be voted on by the Board. The decision of the Board will be final.

Availability of Funds

Applicants are advised that the CTF granting process is competitive one and that grants will be awarded in varying amounts, based upon the need and availability of funds. The total of grants awarded will depend upon funds available as well as review of the grant applications.

Grant Application Ceiling

NO ORGANIZATION MAY APPLY FOR MORE THAN \$50,000 IN FATHERHOOD GRANT FUNDS FOR PROGRAM YEAR 2007-2008.

Overview of Fatherhood Initiative

This application packet contains guidelines for submitting an application to CTF for a performance-based contract to provide opportunities to families with a non-custodial father. Activities (training, workshops, conferences, counseling, etc.) should encourage and facilitate active parenting by non-custodial fathers. The goal is to increase the father's involvement in their children's lives and increase child support payments/collection. Federal TANF (Temporary Assistance for Needy Families) funds for this competitive selection process are provided to CTF through a partnership with the Alabama Department of Human Resources (DHR).

The TANF funds available for this initiative will address the following TANF goals:

- To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.
- To encourage the formation and maintenance of two-parent families.

The contracts will fund the costs associated with operating Fatherhood Programs by providing a reimbursement each month of approved expenditures. Funding for this initiative is provided by Federal funds under the Temporary Assistance for Needy Families (TANF) through a CTF-DHR partnership.

Excerpts from Alabama and Federal Laws

The State of Alabama Department of Child Abuse and Neglect Prevention (Children's Trust Fund), under authority of Acts No. 83-735 and 83-736 is accepting proposals for the establishment or maintenance of community-based child abuse and neglect prevention programs. Grant funds from Children's Trust Fund (CTF) must be used solely for the purpose of child abuse and/or neglect prevention services to residents of Alabama and may not be expended for treatment.

Projects approved for funding will have a strong component of local support including utilization of community resources, collaboration among existing prevention programs, use of community volunteers, and a percentage match of local funding and in-kind contributions.

Prevention Program, Act-83-736, Section 2(a)6 - a system of direct provision of child abuse and neglect prevention services to a child, parent, or guardian.

Child Abuse, Act 83-736, Section 2(a)2 - harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which harm occurs or is threatened through non-accidental physical or mental injury; sexual abuse, which includes a violation of any provision of Chapter 6, Article 4, Title 13A.

Child Neglect, Act 83-736, Section 2(a)4 - harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

Children First Programs, Federal Tobacco Settlement under Section 3 of Act 99-441 of tobacco revenues to be allocated pursuant to Act 99-390 as codified in Section 41-15B-2.2, Code of Alabama 1975.

Community Based Child Abuse Prevention (CBCAP), Federal grant awarded to CTF under Section 201 of Title II of the Child Abuse Prevention and Treatment Act (CAPTA).

Local Councils, Acts 1983, No. 83-736, p. 1198, § 9; Act 98-601, p. 1313, § 1.

Temporary Assistance to Needy Families (TANF), Temporary Assistance to Needy Families was created by the Welfare Reform Law of 1996. TANF provides assistance and work opportunities to needy families by granting states the federal funds and wide flexibility to develop and implement their own welfare programs.

Timeline for CTF 2007-2008 Fatherhood Grant Proposals

Fatherhood RFP and Grant Application Available:	April 2, 2007
Fatherhood RFP Training:	Huntsville April 9, 2007
	Dothan April 10, 2007
	Demopolis April 11, 2007
	Mobile April 12, 2007
	Montgomery April 12, 2007
	Gadsden April 13, 2007
	Birmingham April 13, 2007
Fatherhood Grant Applications Due:	May 24, 2007
Local Grant Review of Grants:	June 2007
State Board Review of Grants:	July 2007
Announcement of Grant Recipients:	August 1, 2007
Grant Funds Awarded:	August 2007
Contract Signature/Return Deadline	September 4, 2007
Grantee Training:	September 12 -14, 2007
The Hotel at Auburn University- Dixon Conference Center (Mandatory for all Fatherhood grantees)	
Monthly Financial Reports Due:	10th of each month
Quarterly Programmatic Reports Due:	
(August 1 – October 31)	November 15, 2007
(November 1 – January 31)	February 15, 2008
(February 1 – April 30)	May 15, 2008
(May 1 – July 31)	July 31, 2008

IMPORTANT: For 2006-2007 (current) grantees: Final Programmatic Reports must be received by Auburn University no later than July 16, 2007 to receive funding for the 2007-2008 grant year.

All contracts must be signed and returned by September 4, 2007 to receive funding. The funding period will begin August 1, 2007 and end July 31, 2008. All funds must be expended by July 31, 2008. No budget revisions are allowed after June 1, 2008.

CTF Program Definitions

Required Background Checks

On February 28, 2007 the CTF Board approved the following policy: All employees and volunteers who have direct contact or care/treatment or custodial responsibilities for a child; or whose salary is partially or fully paid for by the CTF grant, must secure a national criminal background check through the Alabama Bureau of Investigation.

The fee for the national criminal background check is \$49.00 per individual. A grant applicant may include funding for each check in the proposed budget under the line of "Background Check". Also include a description of the type of unsupervised work that the staff member or volunteer does with a child in the budget narrative.

Monitoring/Site Visits

All grantees will consent to monitoring/evaluation reporting requirements as established by the Department, including compliance reviews/audits to ensure financial and programmatic data accuracy. Site visits will be conducted by CTF as needed or requested. If CTF/DHR determines that the program is not progressing as planned, the Fatherhood Division Director may call for technical assistance in assessing or redirecting the project.

Contracting

Agencies will not start activities prior to receipt of a signed contract with the Children's Trust Fund. No funds will be made available to programs without a signed, executed contract. **Contracts must be signed and returned to CTF on the date specified in the contract to receive funds.** Grant funds shall not be obligated prior to start date or after the termination date. All 2006-2007 grant funds must be spent by July 31, 2007. Unexpended PY 07-08 funds will be returned to CTF by September 1, 2008.

Program Start Up

All programs must begin within 30 calendar days after the execution of a contract unless a later starting date is approved in writing by CTF. **Failure to begin the program within these requirements will result in evaluation for possible termination of funding.**

Budget Revisions

All programs must adhere to the project budget approved by the Board. Projects may make budget revisions of up to 25% (Personnel – 10%) from any existing budget category to another. Budget modifications of more than 25% from any budget category (other than personnel), or adding new line items, must be submitted in writing and approved by CTF prior to implementation. If awarded a grant, no budget revisions are allowed after June 1, 2008.

Responsibilities of the Grantee

Complete responsibilities of the grantee will be outlined in the contractual agreement. These responsibilities include, but are not limited to:

- Implement the funded program in accordance with the contract.
- Demonstrate an impact upon the population served.
- Maintain accepted accounting methods.
- Publicize the income tax check-off, CTF car tags, facilitate fund-raising and community awareness for CTF and DHR.
- Acknowledge CTF/DHR as a source of funding in **all** printed or video materials related to the CTF/DHR funded program.
- Participate in an evaluation process by collecting and submitting programmatic data.
- Provide technical assistance to other communities in replicating the program model as requested.
- Attend Grantee Training September 12 - 14, 2007 **(expenses not exceeding \$500 per program must be included in budget regardless of amount requested)**.
- Work with CTF/DHR staff to coordinate site visits.
- Strongly encourage participation in local Children's Policy Council within grantee's county.
- Notify the members of the Alabama Legislature in the program's base county (and any other counties served by the program) in writing upon receipt of a CTF Grant Award Contract. Invite your Senator and Representative to visit your program and be recognized for his/her support of CTF funding for your Fatherhood program. Mail a copy of the letter of invitation and press release to the assigned CTF Field Director. If the Legislator(s) accepts, we will make every effort to have a CTF Board or Staff member join you to recognize the Legislator(s) and make photographs for the Media. (In July, CTF will also notify members of the Alabama Legislature of grant awards immediately following the Board's approval of Program Year 2007-2008 grants.)
- Establish a point of contact with the local Department of Human Resources.
- Develop a plan for local child support staff to provide appropriate education on child support policy and procedures.
- Conduct Quarterly Fatherhood meetings with county DHR officials.
 - ⇒ First meeting must be scheduled by October 1, 2007.
 - ⇒ Notes/minutes must be forwarded to CTF within thirty days of scheduled meeting.
- Must develop a working relationship with the local Child Support Court (to include mandated referrals).
- Must serve DHR and Court referred clients as a priority.
- Must develop and maintain a working relationship with any local Administrative Office of Courts (AOC) Funded Access and Visitation projects in your county so that there is no duplication of services (CTF recommends a support letter from the Judge or designee).
- Fatherhood program components must include, but are not limited to:
 - Job Readiness
 - Job Development
 - Education (GED) & Short-Term Job Training
 - Child Support Education
 - Individual Case Management
 - Physical Rehabilitation Referral
 - Group Meetings (at least monthly – research based curriculum)
 - Develop a working relationship with local Workforce Development provider/program.
 - Job Referral
 - Substance Abuse Referral
 - Domestic Violence Education and Referral

Program Funding Guidelines

CTF funds programs impacting child abuse at the primary and secondary levels:

Primary Prevention in child abuse refers to efforts aimed at positively influencing parents/guardians/caregivers, and/or children **before abuse or neglect occurs**.

Primary Prevention Services:

- are offered to all members of a population
- are voluntary
- attempt to influence societal forces that impact parents and children

Secondary Prevention of child abuse and neglect refers to those supportive services targeted toward populations who are considered to be “at risk” because of their life situation. While child abuse or neglect may not have taken place within these groups, the probability that it will occur is presumed greater than in the general population.

Secondary Prevention Services:

- target a pre-defined group of “vulnerable” individuals
- seek to prevent future problems by focusing on the particular stresses of parents/caregivers, youth or children.

Program Eligibility and Requirements

CTF Programs must be in compliance with the following requirements to be eligible for funding:

1. Establish or continue a community-based child abuse and neglect prevention program serving families with non-custodial parents of children who are residents of Alabama. Funds may not be used for treatment.
2. Demonstrate changes in knowledge, behaviors and attitudes of program participants, which lead to the prevention of child abuse and neglect.
3. If the program utilizes volunteers, there must be a training and documentation component.
4. Training, staff development, and conferences must support the prevention activities outlined in the grant. To be paid for by CTF grant funds, a specific training activity must have prior approval from CTF.
5. A current letter of collaboration from the local Child Support Court Judge assuring mandated referrals to the TANF funded Fatherhood Program.
6. A current letter of collaboration from the local county Department of Human Resources. Letters of support/collaboration from other community resources may also be appropriate (in addition to the DHR letter).
7. CTF will contract with only one agency per project. When a program is a collaborative or sponsored effort, the primary agency may sub-contract with another agency; however, they must submit the agreement to CTF for review and approval.

8. Non-profit agencies must include documentation of 501(c)(3) status in the grant application in order to receive funding. **Any Grant Application not showing 501(c)(3) status documentation at the time of application will not be accepted.**
9. The grant application will include a current list of governing board members of the applicant organization.
10. No person shall be discriminated against on the grounds of race, color, national origin, sex age, or disability in receipt of services funded with this grant. The project will be in compliance with Americans with Disabilities Act of 1990.
11. Agencies receiving state funds for programming will be required to provide assurance to CTF that those funds are not used in a duplicative manner.
12. Applicants must be able to provide the required 25% local funds match. The match can be in-kind, cash or any combination of the two.
13. Private non-profit organizations directly requesting funds from the legislature for the prevention of child abuse and neglect are not eligible to apply for grants funded with the Children's Trust Fund state dollars.
14. Programs that serve families and children must encourage strong collaboration with other public/private agencies in the community.
15. Programs must not have parallel funding that would place restraints on the program's ability to meet CTF expectations.
16. Applicants must provide a copy of 2005 or 2006 Independent Auditor's Report (letter of opinion or disclaimer of opinion) on the financial statements and a copy of 2005 or 2006 IRS Form 990. Financial Reporting Policy:

Requirements for Compilation of Financial Statements

- Total Income on 2005 or 2006 IRS Form 990 or 990EZ is under \$50,000

Requirements for Review of Financial Statements

- Total Income on 2005 or 2006 IRS Form 990 or 990EZ between \$50,001 - \$300,000 will require a review level of services for financial reporting
- No compilation level of financial reporting is acceptable

Requirements for Audit of Financial Statements

- Total Income on 2005 or 2006 IRS Form 990 or 990EZ above \$300,001 will require an audit level of services for financial reporting
- No compilation or review level of financial reporting is acceptable

Ineligible Programs/Expenses

The following list, while not all inclusive, specifies other programs that the CTF Board will not consider for funding in Program Year 2007 - 2008:

1. Domestic violence (spouse abuse) education or shelter-based treatment programs
2. Crime prevention programs
3. Teen pregnancy prevention programs
4. Drug, alcohol or other substance abuse prevention or treatment programs
5. AIDS counseling or prevention programs
6. Stranger Awareness Programs
7. Boot Camps

Ineligible Services/Expenses

1. Purchase of fund-raising services or items
2. "Indirect costs" or any costs that cannot be itemized in the CTF Budget
3. Equipment purchases exceeding \$499 for one item
4. Per Diem or gasoline purchases
Only actual travel expenses are reimbursable. Mileage rate not to exceed current state rate.
5. Percentage of personnel benefits over the amount specified in the CTF budget
6. Duplicating any portion of a salary of any current government employee (Supplanting)
7. Promotional items (T- shirts, caps, cups, etc.)
8. Payment for services currently being funded by CTF
9. Fees to consultants who write the CTF grant for an agency
10. Grantees may not charge salaries and/or benefits to the CTF grant during LWOP, sabbaticals, or extended 'holidays', i.e. Spring and Christmas breaks (other than vacation or annual leave). The only holidays chargeable to the CTF grant are those approved by the Governor's Office and applicable to all state agencies.

Contact Greg Smith, CTF Fatherhood Field Director, if you have any questions concerning budget expenditures.

Financial Definitions

Fatherhood Program Required Match

An in-kind and/or cash match of 25% is required of all Fatherhood Grantees.

EXAMPLE:

Grant Amount	Total In-Kind/Cash Match Required (25% of grant)
\$40,000	\$10,000

Note: The above figure is an example of a minimum requirement.

Cash Match

Any cash outlay allocated to the CTF prevention project by the grantee's budget. Cash contributed by other agencies and institutions, or private organizations and individuals may also be applied to cash match provided the contribution goes into the grantee's budget and is allocated to the CTF prevention project.

Cash match contributions must be used for the CTF grant program and not other agency programs, i.e., cash used as match for CTF funds may not be used for cash match for other State or Federal grant funds. Required cash match requires the same financial documentation as do CTF funds. Match documentation remains on-site and is reviewed by CTF staff during monitoring/site visits. Cash match funds must flow through the agency's own budget and documented as allocated toward the CTF grant prevention program. Cash match requirements for CTF, as outlined in the enabling legislation, specify that the match will consist of local funds resources.

In-Kind Match

In kind contributions are contributions other than actual dollars by the grantee's own agency, other agencies and institutions or by private organizations and individuals.

In-kind contributions may include but are not limited to: volunteer services, the value of contributed space, equipment, materials, etc. Use of office space, utilities, phone, etc., should be valued on the percentage of its value equal to the percentage that is being utilized by the CTF program. In-kind services require explanation of source and amount. A detailed explanation from the provider with calculations shown for claimed amounts is sufficient documentation for in-kind.

Volunteer services are considered to be in-kind contributions. In the case of volunteer time, \$15.00 per hour is the set value. Professionals volunteering in their professional capacity contribute time valued at their local market rate. (Ex: Psychologist at \$80/hr.)

Fatherhood Program Components and Definitions

Fatherhood Programs work with non-custodial or never married parents. These programs are focused on enhancing the bond between parent and child, access and visitation, job skills, and increased compliance with child support. These components are not stand alone and should be integrated into a successful Fatherhood Program:

1. Education
 - a. Adult basic education (tutoring, small classes).
 - b. GED preparation (integrated into other components).
 - c. Education on child support services and related legal issues.
2. Assistance with Employment
 - a. Job readiness training (resume writing, interview skills, job search).
 - b. Specific job skills training (computer programming, auto mechanics, etc.).
 - c. Job placement assistance and post employment support.
3. Counseling Services
 - a. Referral for crisis intervention and individual needs (housing, substance abuse counseling, marriage and family counseling, Narcotics Anonymous, health services, legal assistance, pro bono lawyers, domestic violence counseling).
 - b. Mediation services to promote successful team parenting.
4. Fatherhood Development Activities
 - a. Peer Support groups and/or parenting workshops – Suggested content:
 - Personal development (values, self esteem, manhood issues)
 - Life skills (communication, decision-making, stress management, etc.)
 - Violence prevention
 - b. Evidence/Research-Based Fatherhood Curriculum “Examples”
 - Quenching the Father’s Thirst
 - Partners for Fragile Families
 - Foundations of Fatherhood
 - Dr. Dad Program
 - 24/7 Dads

The Department’s curricula guide can be viewed at www.ctf.alabama.gov.
 - c. Parenting Workshops
 - Child development
 - Parenting skills
 - Parent and child enrichment activities

PY 2007-2008 Program Objectives and Target Data – Auburn University

In order to demonstrate the impact of CTF grantee programs, organizations will be required to have program participants complete questionnaires related to the program objectives and submit these questionnaires to the CTF Evaluation Team at Auburn University. In addition to this data, the characteristics of participants served and services offered will be tracked. More information on the methods of data collection and submission will be provided at Grantee Training.

For this application, complete the Fatherhood Program Objectives Checklist (page 17) and the Target Data Form (page 18). In completing the objectives checklist, select the minimum # of objectives that are most relevant to your program. (Note: You may select more than the minimum number; select all that apply.)

As a CTF Grantee, you may be selected to participate in a more detailed evaluation of your program that involves the collection of pre-program and post-program data. **Your Grant Application submission confirms your agreement to cooperate with the evaluation procedures if selected.**

Fatherhood Program Objectives Checklist

Place a checkmark in the box beside **all items** that you expect to change as a result of your program. **NOTE:** Select a minimum of 12.

<input type="checkbox"/> 1. Participants' commitment to making full child support payments each month will increase.
<input type="checkbox"/> 2. Participants' intention of finishing high school will increase.
<input type="checkbox"/> 3. Participants' intention of going to vocational training and/or college will increase.
<input type="checkbox"/> 4. Participants' intention of working at least 20 hours in a week for 3 months in a row will increase.
<input type="checkbox"/> 5. Participants' commitment to staying in school will increase.
<input type="checkbox"/> 6. Participants' commitment to maintain civil interactions with child support enforcement personnel will increase.
<input type="checkbox"/> 7. Participants' commitment to being around their child at least a few times a week will increase.
<input type="checkbox"/> 8. Participants' commitment to avoid the occurrence of unplanned or repeat pregnancy will increase.
<input type="checkbox"/> 9. Participants' commitment to spending at least 1 day a week doing a family activity will increase.
<input type="checkbox"/> 10. Participants' commitment to working cooperatively with their child's other parent will increase.
<input type="checkbox"/> 11. Participants' quality of their relationship with their child's other parent will improve.
<input type="checkbox"/> 12. Participants will increase their knowledge of children's development at different ages.
<input type="checkbox"/> 13. Participants will increase their knowledge of the best activities for their child based on his/her age.
<input type="checkbox"/> 14. Participants will increase their knowledge of what parenting responses are best to use when their child is not behaving.
<input type="checkbox"/> 15. Participants' ability to use several forms of positive discipline will improve.
<input type="checkbox"/> 16. Participants will increase their knowledge of their child's positive qualities.
<input type="checkbox"/> 17. Participants will increase their knowledge of what positive parenting involves.
<input type="checkbox"/> 18. Participants will increase their knowledge of nurturing behaviors.
<input type="checkbox"/> 19. Participants will increase their knowledge of how to respond to their child's needs.
<input type="checkbox"/> 20. Participants' ability to recognize when they are at risk for harming their child will improve.
<input type="checkbox"/> 21. Participants' ability to stop themselves when they are at risk for harming their child will improve.
<input type="checkbox"/> 22. Participants will increase their knowledge of community resources where they can receive help.
<input type="checkbox"/> 23. Participants' ability to establish and maintain a relationship with their child will improve.

Please suggest additional objectives to be considered for the survey:

1. _____
2. _____
3. _____

PY 2007-2008 Target Data Form

All Program Types *Except* Community Awareness

Average # of contact hours per participant:	
Average # of sessions per participant:	
# of adults served (over age 18):	
# of teen parents served:	
# of children served pre-K (0-5):	
# of children served K-5th grade:	
# of children served 6th-12th grade:	
# of children served with special needs:	
# of Caucasians:	
# of African-Americans:	
# of Hispanics:	
# of Bi-Racial Ethnicity:	
# of Other Ethnicity:	
# of Males:	
# of Females:	

Community Awareness Activities

	# of Presentations	# Served
Trainings		
Community Fairs		
School Fairs		
Poster Contests		
Radio Spots		
T.V. Shows & PSA's		
Child Abuse Prevention Month		
Brochures/Flyers		
Speaking Engagements		
Information Packets		
Other: _____		

Fatherhood Grant Review Scoring Sheet (Program Year 2007-2008)

*** This form is for informational purposes only. Do not submit with your Grant Application.***

Reviewer ID#: _____

Organization Name: _____

Program Name: _____

Congressional District: _____

I. ORGANIZATION'S CTF FUNDING HISTORY

Request for Funding Increase (Current Grantees Only – No points)

Did the applicant:

- Provide a clear plan why additional funds are needed

II. PROGRAM NARRATIVE

Program Score

A. Purpose of Program (15 points)

Did the applicant:

- Describe what the program intends to achieve
- Provide an operational plan that includes specific activities for attaining selected program objectives (See RFP pages 16-17)
- Attach Program Objectives Checklist (See Appendix A)

B. Problem and Needs Assessment (5 points)

Did the applicant:

- Identify the problem(s) to be addressed
- Demonstrate an understanding of the problem(s)
- Include reviews of literature, best practices, state and local data

C. Program Management and Organization (15 points)

Did the applicant:

- Give a brief description of the organization's history and structure
- Provide number of employees, titles, qualifications and experience of management responsible for CTF program
- Provide an organizational chart (See Appendix B)
- Provide resume(s) or job descriptions (See Appendix C)
- Provide current list of Board of Directors (See Appendix D)

- _____ **D. Program Location** (5 points)
Did the applicant:
- Name the program location
 - Describe participants' accessibility to site
 - List days of the week and time program is conducted

- _____ **E. Population to be Served** (10 points)
Did the applicant:
- Provide the demographics of the target population and the number to be served
 - Include plans for identifying, recruiting, involving, retaining, and tracking target population
 - Describe how parental consent will be obtained from participating minors
 - Provide Target Data Form (Appendix E)(See RFP page 18)

- _____ **F. Collaboration with Other Agencies and Individuals** (10 points)
Did the applicant:
- Describe the program's collaboration and coordination plan with other community-based public and private agencies
 - Demonstrate how the program is not duplicative and coordinates with existing programs in the community
 - Provide two current letters of collaboration (DHR and Child Support Judge)(See Appendix F)

- _____ **G. List Curricula used** (10 points)
Did the applicant:
- List curricula to be utilized in the program
 - Describe how the curricula is appropriate for the program criteria and target population
 - Provide a synopsis of curriculum by the publisher (See Appendix G)

- _____ **H. Use of Volunteers** (5 points)
Did the applicant:
- List specific duties, recruiting, screening, training and number of volunteers for CTF program
 - Provide a statement regarding how they will comply with CTF's background check policy for volunteers
 - Provide a volunteer training outline (See Appendix H)
 - If applicable, list why volunteers are not utilized in the CTF/TANF funded program

- N/A _____ **I. Stipulations** (Current Grantees Only – No points)
Did the applicant:
- Address any stipulations made by the CTF Board

Budget – Personnel Expenses and Operating Expenses
Personnel Budget Worksheet (10 points)

Check the following items for accuracy:

- Budget is calculated correctly
- Specific source of cash match is listed
- Percentages of match are calculated correctly (25% of requested amount)
- The total budget amount matches the amount requested on the cover page
- Brief description of each position is listed
- Hours and amount of CTF request are listed correctly and match personnel expenses for CTF program

Budget Narrative (15 points)

Did the applicant:

- Provide CTF with Independent Auditor's Report and 2005 or 2006 IRS Form 990 (See Appendix I)
- Provide an explanation of each line item charged to CTF program
- Attach copy of current IRS Form 501 (c) (3) letter (See Appendix J)
- Provide a current year list of all funding sources including but not limited to Federal, State or local grants

Program/Auburn University Objectives Information
(Current Grantees Only - 5 points)

Did the Applicant:

- Explain how AU/CTF PY 2006-2007 objectives were achieved
- Explain any barriers to program implementation and how each will be addressed, corrected and changed for future implementation

Standard Deductions (3 or more– grant application will not be considered)

- | | |
|--------------------------------------|----------|
| 1. Tabs missing | 5 points |
| 2. Original or Copies not signed | 5 points |
| 3. Late Financial Report (s) | 5 points |
| 4. Late AU Evaluation Report (s) | 5 points |
| 5. Diskette or CD not included | 5 points |
| 6. Program narrative exceeds 5 pages | 5 points |

CALCULATE TOTAL
HERE (minus standard deductions):_____

_____ (100 points possible for new grant applications/105 points possible for current grantees)

Comments and Stipulations:

Child Abuse and Neglect Prevention programs are funded by proceeds from the purchase of the CTF Specialty car tag. To demonstrate your efforts to prevent child abuse and neglect, please purchase or renew your tag today.



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DEPARTMENT OF CHILD ABUSE AND NEGLECT PREVENTION
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2006-2007**

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Alabama Counties Divided Among U.S. Congressional Districts



District 1

Baldwin
Clarke
Escambia
Mobile
Washington
Monroe

District 2

Autauga
Barbour
Bullock
Butler
Coffee
Conecuh
Covington
Crenshaw
Dale
Elmore
Geneva
Henry
Houston
Lowndes
Montgomery
Pike

District 3

Calhoun
Chambers
Cherokee
Clay
Cleburne
Coosa
Lee
Macon
Randolph
Russell
Talladega
Tallapoosa

District 4

Blount
Cullman
DeKalb
Etowah
Fayette
Franklin
Lamar
Marion
Marshall
Walker
Winston

District 5

Colbert
Jackson
Lauderdale
Lawrence
Limestone
Madison
Morgan

District 6

Bibb
Chilton
Jefferson
Shelby
St. Clair

District 7

Choctaw
Dallas
Greene
Hale
Marengo
Perry
Pickens
Sumter
Tuscaloosa
Wilcox